

Clerk of Courts Maureen G. Kelly

TITLING BY MAIL CHECKLIST

- Please call the office from 8:00a to 12:00p to determine the correct sales tax for the transaction.
- Include a phone number/email address with your “mail – in “request for communication purposes.
- Send a self-addressed stamped envelope for prompt reply.
- Both offices are now equipped with a drop box which you are welcome to utilize. Wickliffe’s is located in front and Mentor’s is located on the west side of the building or you may use the mail slot in the front door.

Please note: these are general requirements and additional documentation may be requested upon review of your application for Certificate of Title.

Transfer of Ohio Title

- Assignment (top portion) of original Ohio title filled out in its entirety, signed by seller(s) and notarized.
- Buyer’s Acknowledgement of Odometer Certification (middle portion) of original Ohio title signed by purchaser(s).
- Application (bottom portion) of original Ohio title filled out in its entirety, signed by purchaser(s) and notarized.
- Lien release from lien holder if an open lien exists
- \$15.00 title fee plus sales tax (based on county of residence) on purchase price.

Transfer of Non-Ohio Title

- Original certificate of title with assignment completed in its entirety.
- A BMV Out of State Inspection Form.
- Lien release from lien holder if an open lien exists.
- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under *Forms*) filled out in its entirety, signed by applicant(s) and notarized.
- Applicant’s Odometer Statement (located on website under *Forms*) if applicable.
- \$16.50 title fee plus sales tax (based on county of residence) on purchase price.

Duplicate/Replacement Ohio Title

- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under *Forms*) with the *Duplicate/Replacement* section completed in addition to vehicle and owner(s) information. Application must be signed by owner(s) and notarized.
- Lien release from lien holder if an open lien exists.
- \$15.00 title fee.

For the following title transactions please call our office at 440-350-2800 or 440-918-3425

- Probate/Surviving Spouse
- Lease transactions
- Court Order

Mail your forms and make check or money order payable to:

Maureen G. Kelly Clerk of Courts
Auto Title Department
8804 Mentor Ave.
Mentor OH 44060
(440) 350-2800

Maureen G. Kelly Clerk of Courts
Auto Title Department
30188 Euclid Ave.
Wickliffe, OH 44092
(440) 918-3425